



### **Purpose Of The Charter:**

**SCKPHCC Region:**

Barber  
Barton  
Butler  
Comanche  
Cowley  
Edwards  
Harper  
Harvey  
Kingman  
Kiowa

### Purpose Of The SCKPHCC:

Achieving the emergency preparedness capabilities will give Kansas health and medical partners the opportunity to continue developing and implementing a statewide strategic vision for health sector preparedness.

**Mission:**

The mission of the SCKPHCC is to promote and to enhance the emergency preparedness and response capabilities of healthcare entities through:

- Building relationships and partnerships;
- Facilitating communication, information and resource sharing;
- Promoting situation awareness among SCKPHCC members;
- Coordinating training, drills and exercises;
- Strengthening medical surge capacity and capabilities;
- Assisting emergency management and Emergency Support Function (ESF) #8 partners;
- Maximizing movement and utilization of existing resources.

**General Membership:**

General Membership in the SCKPHCC is open to all entities or individuals that agree to work collaboratively on healthcare preparedness and emergency response activities. Members may attend any SCKPHCC meetings and have voice privileges on any issue of discussion. Members of the SCKPHCC should make every attempt to:

- Attend regularly scheduled meetings;
- Communicate with their respective Executive Committee representative;
- Participate in establishing priorities for the SCKPHCC;
- Educate and inform member organizations about SCKPHCC activities and;
- Participate in SCKPHCC sponsored trainings, exercises and drills.

**Executive Committee Membership:**

An Executive Committee shall be established that consist of eighteen (19) members representing the organizations listed in the table below. Members shall be appointed by the designated agency for a two (2) year period. Term of office shall commence on the first day of the calendar year following nomination and shall terminate on the last day of the following calendar year.

The Executive Committee shall elect a Chair and Vice-Chair. All positions shall serve for a term of one (1) year and shall coincide with the terms of appointment. The Vice-Chair shall perform the duties of the Chairperson in his/her absence. The Chair shall represent the SCKPHCC and shall collaborate with the SCKPHCC Coordinator in conducting the business of the SCKPHCC.

Nominations for Executive Committee Chair, Vice-Chair, and Chairs of all sub committees shall be from Members of the Executive Committee. Selection shall be determined according to the voting policy established within this Charter. The Chair and Vice-Chair can serve consecutive terms of office and are eligible to succeed themselves.

An Executive Committee Member may resign by submitting a resignation in writing to either the Chair or the Vice-Chair. In the event of a resignation of the Chair, the Vice-Chair shall assume the duties of Chair. Other vacancies shall be appointed by the Chair after consultation with the Executive Committee and sponsoring organization, or by the Executive Committee in the absence of the Chair. Appointed Members shall serve until the end of the term for the vacancy to which he/she was appointed.

The Executive Committee may create other officers and committees as it deems necessary to conduct the business of the SCKPHCC.

<b>Number of Representatives</b>	<b>Organization Representing</b>	<b>Appointing Body</b>	<b>Term Begins</b>	<b>Term Ends</b>
1	Small Hospitals	South Central Hospital Preparedness Region	January 1 <sup>st</sup> of every Even Year	December 31 <sup>st</sup> of every Odd Year
1	Medium Hospitals	South Central Hospital Preparedness Region	January 1 <sup>st</sup> of every Even Year	December 31 <sup>st</sup> of every Odd Year
1	Large Hospitals	South Central Hospital Preparedness Region	January 1 <sup>st</sup> of every Odd Year	December 31 <sup>st</sup> of every Even Year
1	Public Health Agencies	South Central Metro Public Health Region	January 1 <sup>st</sup> of every Even Year	December 31 <sup>st</sup> of every Odd Year
1	Public Health Agencies	South Central Public Health Coalition	January 1 <sup>st</sup> of every Even Year	December 31 <sup>st</sup> of every Odd Year
1	Public Health Agencies	Central Kansas Public Health Region	January 1 <sup>st</sup> of every Odd Year	December 31 <sup>st</sup> of every Even Year
1	Behavioral Health	South Central Homeland Security Council Behavior Health Representative	Standing Appointment	Standing Appointment
1	Emergency Medical Services	Region 3 EMS	January 1 <sup>st</sup> of every Odd Year	December 31 <sup>st</sup> of every Even Year
1	Emergency Management	South Central Kansas Emergency Management Association	January 1 <sup>st</sup> of every Even Year	December 31 <sup>st</sup> of every Odd Year
1	Forensic Science Center	Current Sedgwick County District Coroner	Standing Appointment	Standing Appointment
1	Mortuary Services	Kansas Funeral Directors Association	January 1 <sup>st</sup> of every Even Year	December 31 <sup>st</sup> of every Odd Year
1	Voluntary Organizations Active In Disaster	South Central KS Regional VOAD Board	January 1 <sup>st</sup> of every Odd Year	December 31 <sup>st</sup> of every Even Year
1	Homeland Security	South Central Homeland Security Council	January 1 <sup>st</sup> of every Even Year	December 31 <sup>st</sup> of every Odd Year
1	Long Term Care Organizations	Kansas Adult Care Executives	January 1 <sup>st</sup> of every Odd Year	December 31 <sup>st</sup> of every Even Year
1	Environmental Health	Kansas Environmental Health Association	January 1 <sup>st</sup> of every Even Year	December 31 <sup>st</sup> of every Odd Year
1	Animal Health	South Central Kansas Animal Response Team	January 1 <sup>st</sup> of every Odd Year	December 31 <sup>st</sup> of every Even Year
1	MMRS Coordinator	Current Metropolitan Medical Response System Coordinator	Standing Appointment	Standing Appointment
1	Robert Dole VA	Current Robert Dole Preparedness Coordinator	Standing Appointment	Standing Appointment
1	Coalition Coordinator	Current South Central Hospital Preparedness Coordinator	Standing Appointment	Standing Appointment

At least two (2) months prior to the time at which new officers are to be appointed the Chair shall contact the respective appointing organization(s) asking them to identify an eligible person willing to serve as their representative. The appointing organization shall be responsible for making the final determination who shall serve as their representative. All Members are eligible to succeed themselves.

#### **Executive Committee Purpose:**

The Executive Committee is to assist the SCKPHCC in meeting its mission by providing strategic vision, strategies and guidance to the General Membership through leadership, direction and participation in decision-making processes.

#### **Executive Committee Roles And Responsibilities:**

Executive Committee Members shall be responsible for:

- Actively participating in establishing priorities, policies and programs for the purpose of creating a cohesive and responsive SCKPHCC;
- Assisting in the implementation of the SCKPHCC goals and objectives, and fulfillment of its purpose;
- Making decisions in the best interest of the SCKPHCC;
- Attending regularly scheduled meetings;
- Serving as liaison for, and fostering communication with, their relevant organizations by educating and informing member organizations about SCKPHCC activities and issues;
- Serving as a spokesperson for their appointing organization by gathering and expressing professional opinion for their relevant organizations and agencies during the development of priorities, policies and / or programs;
- Aptly responding to requests from the Chair or other Executive Committee Members;
- Actively welcome the collaboration and participation of related organizations and agencies into the SCKPHCC;
- Represent or recruit representatives from their relevant organizations and / or agencies to serve on any subcommittees, standing committees, or ad-hoc committees;
- Participate in SCKPHCC sponsored trainings, exercises and drills.

#### **SCKPHCC Coordinator:**

The South Central Kansas Hospital Preparedness Coordinator shall also serve as the SCKPHCC coordinator and shall be responsible for planning, implementing and evaluating SCKPHCC activities. The SCKPHCC Coordinator shall collaborate with the elected leadership of the SCKPHCC to achieve its goals and objectives. Tasks of the Coordinator shall include:

- Providing general oversight for SCKPHCC activities and associated projects;
- Providing SCKPHCC members with updates related to the Hospital Preparedness grant(s)
- Management of HPP grant(s), including the preparation and submission grant documents such as work plan deliverables, and state and national reporting;
- Serving as the point of contact to the Kansas Department of Health and Environment (KDHE) and the Kansas Hospital Education and Research Foundation (KHERF); and
- Providing technical assistance to community hospitals and discipline representatives, and;
- Promoting healthcare preparedness within the region by extending invitations to community partners to attend SCKPHCC meetings.

### **Conducting SCKPHCC Business:**

A quorum shall not be necessary to conduct a regularly scheduled SCKPHCC meeting, however a simple majority of the Executive Committee (10 members) shall be required for all special meetings and all issues requiring a vote. A quorum may be achieved by Executive Committee Members being physically present or joined electronically.

Voting is limited to Executive Committee Members. Each Executive Committee Member shall have one vote. Decisions put to a vote will be determined by simple majority or fifty (50) percent of votes cast plus one (1) of quorum present. Passage of changes to this Charter or any other organizational document requires two-thirds (2/3) or greater approval of all voting members (12 or more of 18 total votes).

Any member of the Executive Committee can request any issue be put before the General Membership for vote however approval from a majority of the Executive Committee shall be required before such action is permitted. Decisions put to a General Membership vote will be determined by simple majority or fifty (50) percent of votes cast plus one (1). General Membership shall consist of organizations represented at the meeting in which the vote is called. Each organization represented can only cast one vote, regardless of the number of representatives present. Should a vote be called concerning changes to this Charter or any other organizational documents an approval of two-thirds (2/3) or greater of the organizations represented at the meeting shall be required. General members can join and / or vote at any meeting by being physically present or joined electronically.

The Chair shall be responsible for providing the Executive Committee with any relevant information related to an issue being brought up for a vote at least two (2) weeks prior to the vote being called.

If necessary and in absence of specific direction by this Charter, Robert's Rules of Order shall govern how SCKPHCC meetings shall be conducted.

Minutes shall be taken at all meetings by either the Secretary or a designated member. The minutes shall be distributed at least two (2) weeks prior to the next scheduled meeting. The Executive Committee shall be responsible for correcting and approving the minutes.

### **Meetings:**

The SCKPHCC shall meet a minimum of four (4) times a year as set by SCKPHCC Executive Committee. Written notice will be sent to all members to confirm meeting date, time, location, at least one (1) month prior to the scheduled meeting. The location, date and time of the next meeting will be confirmed immediately prior to adjourning the current meeting.

Special meetings may be called by the Chair or by a majority of the Executive Committee. Any General member may also request a special meeting by making their request known to any officer of the Executive Committee. The Chair will poll the Executive Committee and if a majority of the Executive Committee members concur, the special meeting will be called. To the extent practicable, a two (2) week notice of a special meeting is recommended however, it is understood that circumstances may dictate the meeting be as soon as possible.

**Additional Regional Resources:**

As needed the SCKPHCC shall access and utilize other formal documents and protocols such as MOUs, MOAs, contracts, and regional plans including but not limited to:

- Hospital Preparedness Program grant guidance
- Public Health Preparedness Program guidance
- Hospital statewide mutual aid agreement
- South Central Kansas Hospital Preparedness Regional Plan
- South Central Region Preparedness Guide
- Hospital Emergency Logistics Program (HELP) procedures
- Major Emergency Response Group (MERGe) procedures
- Law Enforcement Assistance in Disasters (LEAD) procedures
- Fire Operations Resource Coordination (FORCe) procedures
- Local, Regional and State ESF 8 Guidelines

**Additional Provisions:**

This Charter shall not supersede any existing mutual aid agreement or other agreements nor will this Charter be interpreted or construed to create a legal relationship, association, joint venture, separate legal entity or partnership among the member bodies, nor to impose any partnership obligation or liability upon any member. Further, no member shall have any authority to act on behalf of, or be an agent or representative of, or to otherwise bind, any other member body.

No member of the SCKPHCC shall be required under this Charter to indemnify, hold harmless and defend any other member from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any SCKPHCC officer, employee or agent.

**Approval Of Charter:**

This Charter will take effect upon ratification by the Executive Committee. Participation in the SCKPHCC meetings constitutes assent to the terms of this charter and an agreement to abide by them.